

**THE CATHOLIC WOMEN'S
LEAGUE OF CANADA
MILITARY ORDINARIATE
COUNCIL**

STANDING RULES, DIRECTIVES AND GUIDELINES

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FORWARD 3

STANDING RULES

SECTION A - ADMINISTRATION..... 4

A1. ADMINISTRATIVE COMMITTEE 4
A2. ADMINISTRATIVE COMMITTEE SUB-CHAIRS..... 4
A3. TERM OF OFFICE 4
A4. EXECUTIVE COMMITTEE..... 4
A5. NOTICE OF MEETING 4
A6. CONVENTION CHAIRPERSON AT ADMINISTRATIVE COMMITTEE MEETING 5
A7. FILE RETENTION 5
A8. DOCUMENTATION FOR ARCHIVES 5
A9. BASE COUNCIL EXECUTIVE LIST..... 5
A10. LOGO 5
A11. ADMINISTRATION COMMITTEES - COMPOSITION & DUTIES 5
A12. FINANCE COMMITTEE 6
A13. RESOLUTIONS COMMITTEE..... 6
A14. NOMINATIONS AND ELECTIONS COMMITTEE..... 6
A15. CONSTITUTION AND BYLAWS COMMITTEE..... 7
A16. MANUALS REVIEW COMMITTEE..... 7
A17. CONVENTION PLANNING COMMITTEE..... 7

SECTION B - FINANCIAL POLICY 8

B1. SOURCE OF FUNDS 8
B2. ADMINISTRATION OF FUNDS 8
B3. SIGNING OF CHEQUES 8
B4. PER CAPITA FEE 8
B5. CLAIMS POLICY 8
B6. TRANSPORTATION 8
B7. MEALS 9
B8. LODGINGS 9
B9. UNEXPECTED OCCURRENCES..... 9
B10. SUPPLIES..... 10
B11. NEW AND REACTIVATED COUNCILS..... 10
B12. MASS CARDS, SYMPATHY AND GET WELL CARDS 10
B13. ADVANCES..... 10
B14. PRESIDENT'S EXPENSES 10
B15. NATIONAL VOLUNTARY FUNDS..... 10
B16. CWL MILITARY ORDINARIATE VOLUNTARY FUNDS..... 11

SECTION C - COMMUNICATION 12

C1. SCRAPBOOK/PHOTO ALBUM 12

C2. MARYLINE.....	12
C3. MEMOS	12
C4. WEBSITE	12
C5. WEBMASTER.....	13

SECTION D - CONVENTION..... 14

D1. CONVENTION FEE.....	14
D2. CONVENTION DAILY FEE	14
D3. CONVENTION DELEGATES.....	14
D4. INVITATION TO NATIONAL PRESIDENT	14
D5. BANQUET GUESTS.....	14
D6. PIN PRESENTATIONS	14
D7. COUNCIL SERVICE PINS	15
D8. KMESA PRESENTATION	15
D9. HOST COUNCIL GIFTS	15
D10. ADMIN CMTE GIFTS	15
D11. GUEST SPEAKER GIFT.....	15
D12. ORAL REPORTS AT CONVENTION	15

DIRECTIVES

SECTION E - DIRECTIVES FROM MILITARY AUTHORITY 16

E1. ELECTION ELIGIBILITY	16
E2. AMENDMENT TO DECLARATION FOR ELIGIBILITY	16
E2. ANNAUL AUDIT.....	17

GUIDELINES

SECTION F - GUIDELINES 18

F1. KATHLEEN MCCROSSIN EXCEPTION SERVICE AWARD	18
F4. MICKEY SCOTT GRANT.....	19
F3. CONVENTION FUND.....	21
F4. MARYLINE.....	22
F5. ARCHIVES.....	25
F6. TRAINING DAY WORKSHOP.....	27

SECTION G - ANNEXES

ANNEX A	EXPENSE CLAIM	28
ANNEX B	SWORN STATEMENT.....	30
ANNEX C	KATHLEEN MCCROSSIN EXCEPTION SERVICE AWARD APPLICATION	31
ANNEX D	MICKEY SCOTT GRANT APPLICATION	32
ANNEX E	CONVENTION GRANT APPLICATION	33
ANNEX F	REQUEST FOR TRAINING WORKSHOP.....	34
ANNEX G	MARYLINE COVER PAGE.....	35
ANNEX H	MARYLINE ANNUAL REPORT PAGE.....	36
ANNEX I	MARYLINE TABLE OF CONTENTS PAGE.....	37

DISTRIBUTION LIST

Administrative Committee
Base Councils

Forward

At The Catholic Women's League of Canada National Convention in 1964, the 'Military Vicariate' was granted approval to form a diocesan council, which would have the status of a provincial council for organizational purposes, The charter was signed at an organizational meeting on **April 25, 1965** and the Military Vicariate came into being.

The name Vicariate was changed to Ordinariate on July 21, 1987, in accordance with the new norms, established by the papal statement of Pope John Paul II. The first Military Ordinary was Bishop **André Vallée**. The current Military Ordinary is Bishop Donald Thériault.

The Military Ordinariate is the military Catholic diocese in Canada. Unlike other dioceses, which have a certain geographic boundary, the Military Ordinariate is located anywhere in the world where Canadian military personnel are stationed. All Catholic military persons and their dependent family members belong to the Military Ordinariate, no matter in what diocese they may reside.

Members in The Catholic Women's League of Canada, Military Ordinariate include serving members of the Canadian Forces, dependants of military members, both reserve and regular force, retired military members and others who attend base chapels. (See Declaration for Eligibility for full list, page 16)

The Standing Rules, Directives and Guidelines are the rules of the Catholic Women's League of Canada Military Ordinariate Council. They relate to administrative, rather than to parliamentary procedure in the operation of the organization. They are 'living documents', which are of an on-going nature and may be adopted or changed as the need arises.

Standing Rules, Directives and Guidelines were adopted by a majority vote at an Executive meeting in 1975. Subsequent revisions replaced specific areas of operations, as approved by CWL MO Executive Committees.

These revised CWL Military Ordinariate Standing Rules, Directives and Guidelines were adopted in their entirety at the CWL Military Ordinariate Convention held **May 2012** and replaces previous publications

The Catholic Women's League of Canada Military Ordinariate Council Standing Rules, Directives and Guidelines:

- should be readily available for the information of the membership;
- remain in effect until rescinded or amended at an Executive Meeting, General Assembly or by the issuing authority.
- may be suspended temporarily, adopted or changed at an Executive meeting when previous notice has been given and a majority vote ensues, or by two thirds vote without notice.

Standing Rules originate from motions passed either by the Catholic Women's League of Canada Military Ordinariate Executive or by the voting members at a General Assembly convention meeting.

Directives are received from higher military authority, specifically the Chaplain General or the Military Ordinary. They are rules of operation for the Catholic Women's League of Canada Military Ordinariate Council, and are not subject to a vote by the membership or the Administrative Committee. They can only be amended or rescinded by the issuing or higher authority.

Guidelines are methods of operation and relate to the procedures for the Administrative Committee and the members of the Catholic Women's League of Canada Military Ordinariate Council and may be amended as required.

STANDING RULES

SECTION A – ADMINISTRATION

A1. Administrative Committee

The group comprising the Catholic Women’s League of Canada Military Ordinariate council [CWL MO] shall be the elected officers and the Spiritual Advisor and shall be called the Administrative Committee [Admin Cmte].

Offices of the Admin Cmte, reflect the same composition as CWL national council and consists of: President, Past President, President Elect, Secretary, Treasurer, 1st Vice President, 2nd Vice President, Chairpersons of Standing Committees and the Spiritual Advisor.

The Spiritual Advisor is appointed by the Military Ordinary and is an advisor on liturgical matters and liaison between the Administrative Committee and the Military Ordinary.

The Standing Committees shall be Christian Family Life, Communications, Community Life, Education & Health, Organization, Resolutions & Legislation, and Spiritual Development.

President Elect, 1st Vice President and 2nd Vice President are also Chairpersons of Standing Committees. The President Elect shall be the Organization Chairperson.

A2. Administrative Committee Sub-chairs

Chairpersons of Admin Cmte Standing Committees shall be permitted to appoint Sub-chairpersons to aid in specific aspects of their standing committee.

A3. Term of Office

The term of office for members of the Admin Cmte of the CWL MO Provincial Council is two years. However, acceptance of the position of President Elect implies an acceptance of six years of commitment with two years each in the offices of President Elect, President and Past President. The Treasurer may be elected to a second term. Standing Committee Chairpersons may be elected to a second term but shall chair a different standing committee in her second term.

A4. Executive Committee

The group comprising the CWL MO Executive Committee [Exec Cmte] shall be the members of the Admin Cmte and Base Council Presidents. The Exec Cmte shall meet prior to and following the annual convention. The Council President may designate another council member as her representative for the annual convention. who shall be the voting delegate

A5. Notice of Meeting

The Admin Cmte shall meet at the call of the President, subject to due notice being given to the Executive Committee. The CWL MO Secretary shall send a ‘Notice of Meeting’ memo with the date, of all CWL MO meetings, a minimum of one month prior to the meeting date, to the Exec Cmte.

The Admin Cmte shall meet twice per year, (Fall and Spring Admin Cmte Meetings) and prior to and following the annual convention

Due notice having been given, the Admin Cmte shall have the power to deal with matters of policy administration between meetings of the CWL MO Provincial Executive. A majority of the members of the Admin Cmte shall constitute a quorum. A report of the meeting shall be sent to the Exec Cmte.

A6. Convention Chairperson at Administrative Committee Meeting

The Convention Chairperson shall be asked to attend part of the Fall and Spring Admin Cmte meetings to discuss convention planning. She shall attend the Admin Cmte meeting via conference call for the convention agenda items.

A7. File Retention

Admin Cmte members shall keep material in their files for a period of four years. Admin Cmte members shall send any CWL MO material older than four years to the CWL MO Archivist.

A8. Documentation for Archives

A copy of memos and correspondence by members of the Admin Cmte shall be sent to the Archivist when emailed to Councils. In addition, a copy of the yearly Convention Book and a copy of each edition of the *Maryline* and *Annual Report* shall be sent to the Archivist when published.

A9. Base Council Executive List

Each Base Council President shall send names and addresses of all elected officers to the CWL MO Secretary. The secretary shall send the Admin Cmte list and Base Council Presidents' list to the Exec Cmte members. The Communications chairperson shall ensure the information is included in *Maryline*, the annual convention booklet and on the CWL MO website.

A10. CWL Military Ordinariate Logo

The CWL MO Logo was designed by Mary Kerr of Comox Council. It is a Madonna and Child profile, highlighting devotion to Our Lady and Jesus, with a maple leaf held in Jesus' hand representing both the Canadian Forces and peace. The colours are white, blue and yellow (CWL colours).

It was accepted at the General Assembly of the 27th Annual CWL MO Convention in 1994. The revised CWL MO Logo was accepted at the General Assembly of the 45th Annual CWL MO convention in 2012, to include an outside circle with the words "The Catholic Women's League of Canada - Military Ordinariate"

The CWL MO Logo must be displayed respectfully at all times and without changes to its colour, proportions and shape. Requests for the use of the CWL MO logo must be sent to the President prior to commencement of the project including a sample representation.

The CWL MO letterhead includes the CWL logo and the CWL MO logo and is for use by the Admin Cmte only, unless authorized for use by the CWL MO president for CWL MO business.

A11. Administration Committees - Composition & Duties

CWL MO Committees are established for specific areas of responsibility. Admin Cmte members shall be appointed to each committee as required and shall make recommendations to the Admin Cmte on their area of responsibility as appropriate.

CWL MO President is ex-officio member of all CWL MO committees, except the nominations and election committee, and as such is non-voting (unless specified) but may make recommendations to the committee.

Permanent CWL MO Committees include the Finance Committee, Resolutions Committee, Nominations and Elections Committee, Constitution and Bylaws Committee, Manuals Review Committee and the Convention Planning Committee. Besides the permanent committees, other CWL MO Committees may be formed at the discretion of the President on a temporary basis as required.

A12. Finance Committee

- Chairperson - Treasurer
Members - Past President, President Elect
Ex-officio - President

The duties of the Finance Cmte shall be to:

- a. engage in long term planning and projection of CWL MO finances over a two year term;
- b. study financial statements and make recommendations for the expenditure or investment of funds and monitor investment activity;
- c. review budgets and financial statements prior to submission to the Executive at the annual convention;
- d. recommend increases in the Per Capita fee;
- e. review and make recommendations concerning unusual expenditures.
- f. review yearly CWL MO Convention cost projection and set the Convention fee;
- g. review cost projection to attend the National CWL convention and recommend number of members to attend.
- h. select recipients for the Mickey Scott Grant and the Convention Grant (see Guidelines section F2 and F3)

The duties of the Treasurer shall be to:

- a. be responsible for the day to day custody of funds and payment of expenses.
- b. insure that the yearly financial report is presented to the General Assembly of the annual convention and is printed in the *Maryline* annual report book.
- c. ensure the CWL MO financial books are audited; end of year annually and at the completion of her term.
- d. invest surplus funds not required for operating expenses in short-term investments

A13. Resolutions Committee

- Chairperson - Resolutions & Legislation Chairperson
Members - President Elect, Past President
Ex-officio - President, Spiritual Advisor

The duties of the Resolutions Cmte shall be to:

- a. follows the guidelines as established in the *CWL Constitution and Bylaws*
- b. receive resolutions from councils by due date and edit as necessary to fit standard format
- c. present resolutions at the annual CWL MO convention
- d. prepare courtesy resolutions to be presented at the annual CWL MO Convention.

A14. Nominations and Elections Committee

- Chairperson - Past President
Members - Spiritual Advisor, who shall assist with the election at the annual CWL MO convention, including the counting of votes.
- one other member (usually a current CWL MO Admin Cmte member) who is not a candidate for office, appointed by the Past President in consultation with the President who is appointed as secretary for the election process at the CWL MO Annual Convention.

The duties of the Nominations and Elections Cmte shall be to:

- a. Follow the guidelines as established in the *CWL Manual of Policy and Procedure, Article XV Eligibility, Nominations and Elections; section 3*).
- b. The chairperson of the elections committee shall prepare the documents required in preparation for an election as follows:

- *Elections Register* – general listing of names and terms of all current and past Admin Cmte members and council presidents, within the past 6 years.
 - *Eligibility List* – names of members who are eligible for nomination to CWL MO provincial council. Members who are residing outside Canada may retain their CWL membership, but are not eligible for election
 - *Acceptance List* – names of members who have accepted to let their name stand for office, listing the office(s) for which they are willing to accept nomination.
 - *Candidates' List* – final list of members nominated (by instructed vote from councils) for elected office.
- c. The chairperson shall be prepared to conduct CWL MO Provincial Council elections in accordance with established procedures at the CWL MO convention.
 - d. The election secretary shall record the minutes for the election and send them to CWL MO secretary for inclusion with the General Assembly minutes.

A15. Constitution and Bylaws Committee

Chairperson - President
 Members - Admin Cmte members

The duties of the Constitution and Bylaws Cmte shall be to:

- a. reviews the C&P and suggests changes to the National executive
- b. ensures the administration of amendments to the Constitution and Bylaws of the Catholic Women's League of Canada.

A16. Manuals Review Committee

Chairperson - President Elect
 Members - Past President
 - one other Admin Cmte member appointed by the President
 Ex-officio - President

The duties of the Manuals Review Cmte shall be to:

- a. review current CWL MO policies as established in the (1) Standing Rules, Directives and Guidelines, (2) Administrative Committee Guidelines and the (3) Convention Planning Guide and recommend revisions;
- b. ensure the safe retention of the "master" documents and the computer disk containing the documents
- c. standard practise is to review one of the three CWL MO manuals per two year term.

A17. Convention Planning Committee

Liaison/Chairperson - Past President
 Members - Admin Cmte members
 Ex-officio - President

The duties of the Convention Liaison shall be to:

- a. contact hosting council chairperson and assist in convention planning.
- b. assign convention duties to Admin Cmte members [See CWL MO Convention Planning Guide for details].
- c. act as liaison between the hosting council and the Admin Cmte to ensure necessary requirements are arranged.
- d. assist the CWL MO President during convention.

SECTION B – FINANCIAL POLICY

B1. Source of Funds

The CWL MO Provincial Council shall be funded by provincial per capita fees, interest earned from funds, personal donations and donations from Base Councils.

B2. Administration of Funds

The Executive, on the recommendation of the Finance Cmte, shall administer the funds in keeping with the aims and objectives of the League.

The President has final authority on unusual expenditures with the input of the Finance Cmte

There shall be no access to League funds for personal use.

There shall be no credit cards or charge accounts in the name of the CWL MO Council.

B3. Signing of Cheques

The official signing officers of the CWL MO Council are the Treasurer, President and Secretary.

Two officers must sign ALL cheques.

It is recommended that the signing officers not sign cheques for reimbursement payable to themselves. (i.e. if Treasurer is to be paid, the President and Secretary should sign the cheque)

B4. Per Capita Fee

The Per Capita Fee for the CWL MO Council is \$12.00 effective January 2002

B5. Claims Policy

The claims policy is established to cover expenses, which occur while performing the duties of a member of the Admin Cmte or as a member travelling at the request of the President.

It is the responsibility of all who claim reimbursement from CWL MO funds to ensure that costs are minimised and that claims are for actual expenses for business on behalf of the CWL MO council. Expenses of the Admin Cmte to attend the annual CWL MO convention or incurred for CWL MO council business shall be reimbursed to the maximum allowable with receipts, on the submission of an Expense Claim form (Annex A). The Expense Claim form shall be forwarded to the CWL MO Treasurer with receipts. If receipts are missing, a Sworn Statement (Annex B) must be included with the Expense Claim

B6. Transportation

a. Commercial airline tickets shall be arranged sufficiently in advance to take advantage of reduced fares and seat sales. When commercial air ticket is purchased, there will be no reimbursement if the member decides not to use it unless there is a family or personal emergency. It must be understood that the member has committed herself to attend the function for which the ticket was purchased. Cancellation insurance should be considered to cover an unexpected illness or death.

b. Members are encouraged to use the most economical means for land transportation including military transportation, when available. If travel is by personal motor vehicle (PMV), reimbursement will be calculated in kilometres from departure point to destination point using the most direct route at the current rate as established by the Canadian Forces.

Travel by rental car is recommended if more economical than PMV and therefore the rental costs and actual gas expenses are reimbursed.

If travel is by taxi, receipts are required to claim reimbursement. Any personal travel will be at members' expense.

B7. Meals

a. Receipts are required for claiming meals. The maximum amounts for meals shall be at the current rate as established by the Canadian Forces. The amount for meals may include a 10% tip. If claiming a tip, the amount of the tip should be written on the receipt and initialled by the claimant.

b. It is the responsibility of the Treasurer to ascertain, approximately 15 April and 15 October yearly, the current meal allowance for CF personnel by contacting the local military Claims Office. This information must be passed to the other members of the Admin Cmte at the soonest opportunity to ensure all are aware of the current rate.

c. The total daily amount for meals may be divided as necessary to cover expenses. For example, if the total daily amount is \$65, broken down into \$15 for breakfast, \$20 for lunch and \$30 for supper, you may claim a \$40 supper as long as the total for the day does not exceed \$65 including the tip.

d. Meals may be taken en route to and from the destination point, according to current CF guide, depending on departure and arrival at your home. For example breakfast may be claimed if you are required to leave home before 7:00hrs, and if arrival home is after 18:30hrs, you may claim a supper meal. Accordingly if you leave your home after 7am, no breakfast meal may be claimed and if arrival home is before 18:30hrs no supper meal may be claimed.

e. Meals may be included in a package deal. A claim may not be submitted for a meal that is already being paid by the CWL MO. For example, if the meal is included in the convention package and the choice is made to eat elsewhere, the meal cost will not be covered. This does not apply if the meal included in the package was not provided, for example, the cafeteria was closed during normal operating hours. In this case, the invoice would be adjusted so that the CWL MO does not pay twice for the same meal.

f. For delegates of the CWL MO at the National Convention, those meals which exceed the established rates but are part of the normal (non-discretionary) participation by a delegate, for example, the closing banquet, shall be reimbursed at the full cost

B8. Lodgings

Members desiring accommodations other than those provided will be required to pay the difference. Members are expected to share a room. Members wishing to have a single room may do so if available and they must pay the additional expense. Members desiring to arrive early and/or stay extra days for personal reasons do so at their own expense.

B9. Unexpected Occurrences

All members travelling on CWL MO business have a personal responsibility to ensure that schedules are met and expenses are minimized. Admin Cmte members travelling on CWL MO business who incurs a delay in schedule because of reasons which are beyond her control shall have her additional costs, including meals, absorbed by the CWL MO Council to ensure that she reaches her destination. An explanation of the delay and receipts for additional expenses shall be submitted to the Treasurer.

B10. Supplies

Admin Cmte members have authority to spend up to \$50 per year for supplies to fulfil her duties and responsibilities without prior approval. Receipts shall be submitted to the Treasurer for reimbursement. For business on behalf of the CWL MO Admin Cmte, telephone calls may be

made and mail should be sent through the military system. If unable to use the military system, a copy of the telephone bill or a postage receipt must be submitted to the Treasurer for reimbursement.

B11. New or Reactivated Council

The CWL MO Provincial Council will give any new or reactivated council a grant of \$25 for start up expenses. A loan of \$25, which must be repaid within a year, is also available.

B12. Mass Cards, Sympathy and Get Well Cards

In the case of the death of a member, or a close family member (spouse, child or parent) of the Admin Cmte or a Base Council President, the Secretary shall ensure that a sympathy card is sent on behalf of the CWL MO. A Mass card is requested and sent from the Spiritual Advisor and fees paid to the Military Ordinariate Vocation fund (see section B16: a).

In the case of extended illness of a member of the Admin Cmte or a Base Council President, the Secretary shall send a Get Well card.

B13. Advances

Funds may be advanced to Admin Cmte members but claims must be sent to the Treasurer immediately after expenses occur. Excess funds shall be returned to the Treasurer promptly along with expense claim and receipts.

B14. President's Expenses

All expenses including transportation, accommodations and meals for the CWL MO President to attend National executive meetings and the National Convention are paid by the CWL National Council

The President's expenses shall be paid for attendance at Catholic Women's League functions when invited as a guest or in any capacity in which she represents the CWL MO, as approved by the finance committee, with the maximum per year as established in the budget. For example if the CWL MO president lives in BC and is invited to the BC provincial convention in her area, her expenses shall be covered, but if she is invited to attend the NS convention, she may respectfully decline.

The CWL MO President may visit each Base Council once per presidential term.

B15. CWL National Voluntary Funds

At the National level, voluntary funds have been established. Base Council donations to these funds are encouraged but are strictly voluntary. All donations by Base Councils to these funds should be sent directly to the National Office yearly. Additional national voluntary special funds may be established by a vote at the National Convention, perhaps for a limited period of time. See the National Manual of Policy and Procedures for an explanation of each long-term national voluntary special fund.

B16. CWL MO Voluntary Funds

At the CWL MO provincial level, voluntary funds have been established to which donations are encouraged but are strictly voluntary. All donations to these funds should be sent by base councils to the CWL MO Treasurer.

a Military Ordinariate Vocation Fund

The CWL MO Council voted at the May 1994 convention to support the Military Ordinariate Vocation Fund. This fund was established to help students seeking priesthood, religious life or deaconate, specifically for the benefit of military personnel and/or family members. Funds are forwarded annually to the Military Bishop.

b Mickey Scott Fund

A Mickey Scott fund was established at the 1997 CWL MO Convention to pay the convention fee of members who have never attended a CWL MO convention to acquaint them with the Catholic Women's League and in particular the Military Ordinariate Council. Initial funds of \$1000 were received from former Admin Cmte member Terri Scott in honour of her deceased husband Mickey. The fund is now sustained by council donations. (See Guidelines section F2; for application see Annex E))

c. Convention Fund

The convention fund was established at the 2010 CWL MO Convention to assist councils with the convention fee and travel costs to enable members, to attend the CWL MO convention or the National CWL convention. Initial funds of \$5000 were transferred from CWL MO general funds. Any profit or outstanding expenses for subsequent conventions are deposited or paid from this fund. The fund is also sustained by council donations. (See Guidelines Section F3; for application see Annex F)

SECTION C - COMMUNICATIONS

C1. Scrapbook/Photo Album

A CWL MO Scrapbook/Photo Album shall be compiled and maintained by the Communications Chairperson.

C2. Maryline

The CWL MO Council Newsletter shall be called "*Maryline*". *Maryline* is published twice per year (approved at the 2005 CWL MO convention), Christmas and Convention/Annual Report issues. *Maryline* is now published electronically (approved at the 2008 CWL MO Convention) and is available to view by members on the CWL MO website. (See Guidelines F4). Communications Chairperson is the editor (approved at the 2011 CWL MO convention).

C3. Memos

Memos and routine correspondence (memos/reports) from Admin Cmte members shall be sent by e-mail, (approved at the 2008 CWL MO Convention). Council Presidents may designate a member of the council to receive e-mail correspondence if she does not have an e-mail address

Admin Cmte members shall consult with the CWL MO President prior to sending a memo to Base Councils. Memos shall be emailed to: Base Council Presidents, and cc to all other members of the Admin Cmte, CWL MO Archivist, CWL MO Life Member Liaison and National Counterpart, as appropriate based on subject matter.

All memos shall be dated and numbered and a standardized format used on CWL MO letterhead (Annex C)

Note: use of CWL MO letterhead is approved for CWL MO Admin Cmte members only.

CWL MO Communications chairperson shall send a copy of Admin Cmte memos to the CWL MO Web Master for placement on the CWL MO website two weeks after being sent to councils.

Admin Cmte members must print the memo for hard copy retention for their files. Admin Cmte members are committed to checking their e-mail regularly and to acknowledging receipt of memos, reports and other special items to the sender. Sensitive information concerning any person or matter shall not be discussed using e-mail or published on the CWL MO web site. Special care must be taken when forwarding e-mail to other persons to ensure that only the pertinent information is forwarded.

C4. Web Site

The CWL MO web page address is www.CWL-MO.ca

The CWL MO web site is maintained by the webmaster under the direction of the Communications Chairperson. Each council President, Admin Cmte and CWL MO Life Members shall be given a password to access the 'back page', secure information section of the website.

Personal information including address, email and phone numbers shall NOT be published on the public/ front page of the website. All non-routine items posted to the web site must meet prior approval of the CWL MO President.

Content posted on the public section may include:

CWL MO History

Prayer for Military Families

CWL MO President's message;

Military Bishop's message;

Spiritual Advisor's message;

List of Admin Cmte members (excluding addresses, email);
Links as approved by CWL MO President

Content included on the secure section may include:

Base Councils List, including mailing address
Base Council Presidents' list, including email
Admin Cmte list, including mailing address and email
Admin Cmte memos;
Admin Cmte annual reports;
Maryline or parts thereof;
List of CWL and CWL MO charities
CWL MO Manuals;
Information regarding the annual CWL MO convention
General Assembly Minutes of Past Conventions
Other items as approved by the CWL MO President

C5. Web Master

A volunteer with the necessary skills shall be appointed by the CWL MO President in consultation with the CWL MO Communication Chairperson to carry out the duties of CWL MO Web Master as follows:

- maintenance of the technical aspects of the web site;
- posting new material to the web site;
- deleting outdated material from the web site; and
- reporting directly to the Communications Chairperson.

SECTION D - CONVENTION

D1. Convention Fee

The Convention Fee shall be a minimum of **\$250**. (As established at the 1999 annual convention)
The convention fee shall be set by the Finance Committee sufficiently to cover:

- a. Admin Cmte attendance
- b. appreciation gift(s) for the convention co-ordinator(s).
- c. an appreciation gift for the Host Council
- e. cost of guests at the banquet
- f. cost of national president to attend (travel costs are paid by National CWL, accommodations and meals are paid by the CWL MO council)
- g. all other convention standard expenses (accommodations, meals, transportation, etc)
- h. Delegates are no longer required to pay the **\$5** registration fee upon arrival (approved at the 2010 CWL MO convention)

D2. Convention Daily Fee

The convention daily fee shall be **\$35** (as established at the 2007 CWL MO convention), which includes lunch, coffee breaks and convention booklet.

D3. Convention Delegates

Base councils are responsible to pay the expenses for their council president to attend the annual CWL MO convention (see CWL Constitution and Bylaws). If she is unavailable, another council member, usually the president elect, may attend in her stead as the voting delegate. Voting delegates may vote on all questions and motions.

Councils may designate two members as accredited delegates, who may vote on all motions except the election of officers and increase in membership fees.

Any council member may attend the annual convention

Admin Cmte members shall attend the CWL MO convention and have the same voting privileges as accredited delegates. Travel expenses to attend the CWL MO convention are paid from Chaplain General funds or from CWL MO funds.

D4. Invitation to National President

The CWL National President shall be invited to attend the annual convention, as a guest of the CWL MO. National office pays the travel cost for the CWL National President. It is customary for the national president to attend the CWL MO Convention once during her 2-year term.

D5. Banquet Guests

All CWL MO former Presidents, CWL MO former Spiritual Advisors, CWL National Spiritual Advisor and the CWL President of the geographical province in which the Convention is held, shall be invited as guests to attend the annual convention banquet. If any of the above persons wish to attend the full convention, the cost of the banquet should be deducted from their convention fee.

D6. Pin Presentations

On the assumption of office as CWL MO Provincial President, the new President shall be presented with the CWL MO Provincial President pin with the Provincial bar attached, by the new Past President.

The incoming CWL MO President shall present the incoming CWL MO Past President with a Past President pin with a Provincial bar attached

D7. Council Service Pins

Base Councils are NOT encouraged to make presentations of Maple Leaf Service pins or other CWL service pins (10 year, 25 year, etc) at the CWL MO Convention. They are council awards and should be presented at a council function (as directed by national P&P).

The CWL MO President may approve special requests for pin presentations at the annual convention

Council Presidents are advised to bring the particulars of council presentations (name, type of pin) to the Convention for announcement to the General Assembly and to submit for publication in *Maryline*.

D8. Kathleen McCrossin Exceptional Service Award Presentation

The Kathleen McCrossin Exceptional Service Award shall be presented to the recipient at the convention banquet. (See Guidelines F1)

D9. Host Council Gifts

The Convention Co-ordinator(s) shall receive an Appreciation Certificate and personal gift at a cost not to exceed \$25.00 (each)

The convention hosting council shall receive a 'Courtesy Resolution' and a gift at a cost not to exceed \$100.

D10. Admin Cmte Gifts

Costs for Admin Cmte gifts are not covered by convention fees but are paid from CWL MO funds

A gift shall be presented to the departing Admin Cmte members, from the CWL MO Provincial Council at a cost not to exceed \$25.00 each.

A gift shall be presented to the outgoing CWL MO President from the CWL MO Provincial Council at a cost not to exceed \$100.

A gift shall be presented to the outgoing Spiritual Advisor from the CWL MO Provincial Council at a cost not to exceed \$100.

D11. Guest Speaker Gift

Theme Day speaker and Banquet speaker shall receive an Appreciation Certificate or a gift at a cost not to exceed \$25.00. If the guest speaker is representing a charity a donation of \$100 shall be made to the organization and a thank you card presented to the speaker.

D12. Oral Reports at Convention

Council President's oral report may be two to three minutes in duration and should highlight one or two events, programs, etc that the council has undertaken during the past year.

Admin Cmte oral reports may be five to six minutes in duration and highlight events or programs pertaining to their office.

The Treasurer's financial report may be 30-45 minutes in duration and include the detailed account of the yearly income and expenses for the CWL MO council.

Convention program is established to make use of the maximum time for delegates for discussion of CWL MO business. It is very important to adhere to time restrictions so all members have sufficient time for their reports

DIRECTIVES

SECTION E – DIRECTIVES FROM MILITARY AUTHORITY

E1. Election Eligibility

THE CATHOLIC WOMEN’S LEAGUE OF CANADA MILITARY ORDINARIATE PROVINCIAL CWL COUNCIL

DECLARATION FOR ELIGIBILITY FOR OFFICE

[Revised 2012]

The jurisdiction of the Military Ordinariate of Canada is personal rather than territorial. The Apostolic Constitution *Spirituali militum curae* of the 21st of June 1986 established the norms governing all Military Ordinariates and determined which people would come under their jurisdiction. The particular statutes of each Ordinariate may also include other groups of people closely affiliated to the military and affected by this particular way of life. The Military Ordinariate of Canada has always sought to serve those who are in active service, their families, as well as other specific groups who have contributed many years in this service to their country.

In 2008 a revision of our statutes was necessary due to the reorganization of the Chaplain Branch; the evolution of the Military Ordinariate; and updated particular law. As a result, the Catholic Women’s League of Canada Provincial Council Statutes of Eligibility will reflect these changes in order to maintain the identity of the Military Ordinariate.

The following are the faithful of the Military Ordinariate of Canada:

- a. Currently serving military members, Regular and Reserve Force including Catholic of Eastern Rite, and their family members living with them in the same house¹ (spouse, children, parents, servants);
- b. Members of various Canadian police Forces attached to the military;
- c. Foreign military personnel serving with the CF and their family members;
- d. Civilian employees of the Department of National Defense who are subject to the National Defense Act and members of their family living with them;
- e. Those who attend or work at military training schools, or who work in military hospitals, veterans’ retirement homes or similar institutions;
- f. Veterans and retired military members and their spouses who live with them; and
- g. Catholic family members of non-Catholic military members and veterans who reside in the same house.

In view of the unique status of these people and the common bond which they form due to their service to the Canadian Forces and the Catholic Women’s League of Canada, all subjects who are CWL members of the Military Ordinariate are eligible to hold office both at the chapel and provincial level in accordance with National Catholic Women’s League Constitution and Bylaws. No preference will be given to any of the faithful for the act of holding office. Sensitivity for those limited in time due to postings or situations outside their control should be taken into consideration by the voting body. Should a CWL member who is currently holding office cease to be a subject of the Military Ordinariate, then she is permitted to finish her term of office.

The Declaration of Eligibility for Holding Office in the Military Ordinariate Catholic Women’s League of Canada Revised 2006 as of 12 March 2012 is hereby revoked.

¹ The phrase “In the same house” may also include a dependant of the military member who is temporarily away studying at University or college.

Bishop Donald Thériault
Military Ordinary of Canada

LCdr Catherine MacKinnon
Chancellor

E2. **Annual Audit**

THE CATHOLIC WOMEN'S LEAGUE OF CANADA
MILITARY ORDINARIATE PROVINCIAL COUNCIL

ANNUAL AUDIT
AS DIRECTED BY THE CHAPLAIN GENERAL (RC)

“All Chapel Affiliated associations must comply with the NPF regulations EXCEPT the Catholic Women’s League which has its own set of rules concerning finances. All CWL Spiritual Advisors, however, must ensure that their local councils have their book audited annually, as directed by the Constitution and Bylaws (Article XVI)

Reference: memo 5113-34-1 (Chaplain General (RC), 17 Jan, 1992)
Memo #5 (CWL Military Ordinariate President, 12 Feb, 1992)

It is mandatory that the book be audited every year; there is NO choice in the matter if we are to continue as CWL councils on military bases.

The audit year is 1 January to 31 December (Article XVI, Section 3). The audit is done by someone independent from the council involved (i.e. military finance clerk, someone who had financial background and can verify that all revenues and expenses are accounted for, the book reconciled with the bank account, and everything balances. In addition, “a mini audit;” is done when a new Treasurer takes over.

The above rule supercedes the Constitution and Bylaws 1993, Article XI Section 3 (a), which reads: “The treasurer shall maintain the financial records of the council concerned and have them appropriately audited (or examined) annually.” “Or” indicated a choice which we do NOT have, and “examined” does not have the same requirements as “audited”.

The military CWL councils have special status and have to obey some extra rules from the authorities.

Approved:

22, October, 1993
date

(signed by) Roger Razin
Chaplain General (RC)

GUIDELINES

SECTION F – GUIDELINES

F1. **The Kathleen McCrossin Award (KMA)**

1. Background: Kathleen McCrossin was the first president of the Military Vicariate Provincial Council of the CWL. She was an enthusiastic, faith-filled and dedicated hard worker who gave freely of her time and energy to the establishment of the CWL Military Vicariate (name changed to Military Ordinariate in 1987).

The Kathleen McCrossin Award (KMA) was established in 2004 to recognize members who displayed similar attributes as Kathleen McCrossin through their service and dedication to the Catholic Women’s League of Canada, Military Ordinariate council.

2. Criteria: The KMA is open to all CWL MO members, including council members, CWL MO Administrative Committee members and CWL MO Life members.

A member may be nominated more than once but may receive the KMA only once.

A nominee shall:

- a) be a paid member of the CWL MO at the time of the nomination
- b) have a minimum of ten years as a member of the CWL MO, including six years as an executive member of a base council and/or as a member of the CWL MO Admin Cmte.
- c) have performed one or more services, such as:
 - revitalizing an inactive or former council
 - initiating a project to promote the CWL MO
 - promoted team building within the CWL military community
 - supported either one or both levels of the CWL MO (base council or provincial council) “above and beyond the call of duty”

3. Nomination: The KMA Nomination Application (Annex D) must be completed and sent to the CWL MO Organization Chair by 15 February.

a) A member may be nominated by:

- a CWL MO base council
- a member of the Admin Cmte.
- a CWL member

b) Documentation required:

- the nomination application shall be accompanied by a minimum of two letters of recommendations
- all documentation must be received or postmarked 15 February.

4. Selection: The KMA selection committee shall consists of Organization Chair (Chairperson), President (voting ex-officio), Spiritual Advisor (voting ex-officio) and a current base Council President and a CWL MO

Life Member appointed by the Organization Chair in consultation with the CWL MO President on a two year rotating basis. Appointed members are eligible to serve on the committee for one term only.

Council Presidents and Life Members may not serve on the selection committee if their council has submitted a nomination.

The CWL MO Organization chair shall maintain a list of those who have served on the committee and those who are eligible to serve on the committee.

The KMA Selection Committee shall consider each application to determine if the nominee merits the award.

The KMA may not be awarded in any given year, at the discretion of the selection committee. In special circumstances, more than one KMA may be awarded in any given year, at the discretion of the committee.

F2. Mickey Scott Grant

1. Background

In 1996, Terri Scott donated \$1000 to the CWL MO, in honour of her recently deceased husband who was a strong supporter of the CWL MO. Her idea was to establish a fund to enable women to attend a CWL MO Convention. Her idea was “to encourage new members, potential members, or members who may never have been able to attend a MO Convention, to see the big picture by attending a CWL MO Convention to give them that spark to become active members of base councils and the CWL MO.”

The Mickey Scott fund was established by the Admin Cmte and named in honour of her husband Mickey. The original donation has long since been depleted but the fund has continued through the generous donations of councils.

The Mickey Scott Grant may be given to any member or potential member who has not attended a previous CWL MO convention.

The Mickey Scott Grant pays the convention fee of chosen recipients

2. Criteria

A nominee shall:

- be a CWL member, or potential member who has not attended a CWL MO Convention previously.
- display desire and potential to learn about the Catholic Women’s League
- attend all business sessions and social functions. Another CWL member will be assigned to assist her.

3. Nomination

Base councils may nominate one eligible candidate per year. The completed nomination form (Annex E) must be **sent** to CWL MO Treasurer by 15 February. Travel expenses are not covered by the fund and must be paid by either the council or the nominee herself. This should be discussed before the nomination is sent so that the nominee is clear as to her financial obligation and there are no misunderstandings.

4. Selection

The selection committee consists of the Finance Committee, including Treasurer (chairperson), President Elect, Past President and President (ex-officio). The number of grants distributed in any given year will depend on funds available.

The chairperson will notify all submitting councils once the committee makes the decision.

The selection committee shall consider each application and determine the recipient(s) based on:

- preference will be given to members who fill the military (or dependent) eligibility requirement.
- preference will be given to councils who have not received the grant previously.
- the hosting council may apply for the grant but the recipient must not be working at convention duties during the convention.(as established at the 2011 convention)
- in the case of a chosen candidate who must cancel, the next candidate will be notified and the grant given to her.

1. **Background**

The CWL MO firmly believes that the best training for the League is attendance at conventions at all levels. The CWL MO Convention Fund was established in 2010 to enable councils to send members to attend a CWL convention.

Councils are encouraged to send one voting delegate and two accredited delegates to the CWL Military Ordinariate Provincial Convention. Council members are encouraged to attend the National CWL Convention when held in close proximity to their location.

The initial capital of \$5,000.00 was derived from general funds of the Provincial Council.

The Convention Fund was established as a CWL MO Voluntary Fund in 2010. Councils may contribute to this fund.

All monies received from future Provincial Conventions will be deposited into the Convention Fund. Any deficit from future Provincial Conventions will be paid from the Convention Fund.

2. **Criteria:**

Any CWL MO Base Council may apply to receive the CWL MO Convention Grant, to enable members to attend a CWL convention.

NOTE: One application per member, however councils may apply for more than one member of their council.

3. **Application**

The completed application (Annex F) must be **sent** to CWL MO Treasurer by 15 March.

The maximum Convention Grant available each year is up to \$600 per person to attend the CWL Military Ordinariate Convention and up to \$200 per person to attend the CWL National Convention, with a total cumulative yearly limit of \$2400.

- a) Assistance to attend the CWL MO Provincial Convention will cover the expected costs to attend, including convention fee and travel expenses, to a maximum of \$600. It is the responsibility of the individual or the council to cover any additional expenses. Successful applicants should attend the entire CWL MO Convention from Opening Mass to Closing Mass.
- b) The Fund may also be used to attend a CWL National Convention. Assistance to attend a National Convention will cover registration and special events tickets as listed in *The Canadian League*, and travel cost to a maximum of \$200. Accommodations will not be covered. Successful applicants may attend all or part of the National Convention.

4. **Selection**

The CWL MO Convention Grant Committee will consist of the CWL MO Finance Committee: Treasurer (chairperson), President, President-Elect and Past President.

Selection will be based on number of applicants, council finances, and available funds.

- a) The committee chairperson will notify all applicants of the outcome of their request by April 1st. The MO Treasurer will distribute the Provincial Convention Grant(s) one (1) time each year after the committee has approved the applicant(s). The grant money will be sent to the Council Treasurer, for distribution to the successful member (s).
- b) If the applicant is unable to attend, another member of the council may attend in her place, with approval of the CWL MO Finance committee, or the funds would be returned.

Recipients are required to write a short article of their impressions of the Convention, whether it inspired you to run for office and how you will use the knowledge and experience that you have gained in your future League activities.

F4. **Maryline**

1. *Maryline* is the official name of the Catholic Women's League of Canada Military Ordinariate Newsletter as established in 1981. "Mary" was chosen for our patroness, Our Lady of Good Counsel, and "line" indicating our means or line of communication between military councils.
2. *Maryline* is published twice per year, to coincide with Christmas and the annual convention.
3. The CWL MO communication chairperson is the editor and publisher for *Maryline* (approved at the 2011 CWL MO Convention).
4. After approval of the letter by the President, the Editor shall send a letter of introduction in mid-August to the Military Ordinary, the Chaplain General, the CWL MO Spiritual Advisor, Admin Cmte members, Base Council and Base Spiritual Advisors to solicit their participation. The letter will confirm the deadlines and give details of the chosen themes, for the upcoming year as well as the email address to which submissions should be sent.
5. The order and format of *Maryline* shall be:
 - a) Cover Page: The *Maryline* cover page (Annex H) (master in the *Maryline* Box) shall be used for each issue of *Maryline*, as designed by Rick St. Germain. The title appears in bold letters; a line begins at the title, follows around the outer edge and links to our Catholic Women's League crest. The date of issue is to appear on the bottom right of the front cover, i.e. Christmas 2010, Annual Report 2011 An appropriate picture for the front cover should be drawn or selected to fit the theme of each issue at the discretion of the Editor;
 - b) for the annual report issue, the cover page shall include the location and date of the CWL MO Convention and a picture of the CWL theme design for the year, i.e. 2011 Women for Poverty and Justice (Annex I)
 - c) table of contents, including page numbers (Annex J);
 - d) Publisher's Page. This page will include, the name of the Editor, Assistant Editor and the person responsible for artwork. The master is also in the *Maryline* Box;
 - e) Military Ordinary (Bishop)'s message;
 - f) Chaplain General's message;
 - g) Spiritual Advisor's message;
 - h) President's message on CWL MO letterhead paper
 - i) Admin Cmte members' messages on CWL MO letterhead paper;
 - j) Editor's message;
 - k) Address list containing names and addresses of the members of the Admin Cmte and address list showing addresses of each active council as received from the CWL MO Secretary;
 - l) National Convention report by attendees, in the Christmas issue;
 - m) Base Council letters published in alphabetical order by location;
 - n) Profile Page (when used, for introduction of new Admin Cmte members following election)
 - o) Miscellaneous articles and submissions, including Guest Writers' articles;
 - p) In Memoriam (when used) to advise of the death of a CWL MO member or family member or a friend of the CWL MO;
 - q) Congratulations page (when used), limited to CWL achievements for CWL MO members. This should include the names of recipients and types of service awards presented over the past year, as announced at the annual convention;
 - r) Book Review page (when used);
 - s) Postings page (when used) showing the names of members who have been posted including to and from;

- t) Lost & Found Friends page (when used) showing the names of friends whose addresses have been lost over the years. When the friends are found, a follow-up note would be appreciated;
 - u) Deadline page showing remaining deadlines for the year and themes, if any, for each issue
 - v) Disclaimer statement "**The views and opinions expressed in *Maryline* are not necessarily those of the Catholic Women's League of Canada Military Ordinariate Provincial Council**" shall be printed on the inside of the back cover of each issue.
6. The Editor shall retain extra copies of "masters" for Cover, Publisher's Page, Editor's Page, In Memoriam, Book Report, Postings, Congratulations page, Deadline page, etc. which are used repeatedly. On assumption of the duties of Editor, a review of the master copies should be conducted to ensure the inclusion and quality of all.
7. Submissions from Base Councils should have their Council name appearing in capitals in the upper left-hand of the page and Base/Station name in the upper right of the page, for example:
 ST JOSEPH'S COUNCIL CFB BORDEN
 Council Submissions are to be emailed to the CWL MO Communications chairperson, (*Maryline* editor). Council submissions are to be printed using 11pt or 12pt font.
8. All members have a responsibility to ensure the quality and timeliness of the production of the *Maryline*. The importance of observing all deadlines can not be over-stressed.
9. The Editor should prepare as much of the layout as possible prior to the deadline date. She should try to complete necessary editing and assembly so that *Maryline* can be published as soon as possible after the deadline dates.
10. The Editor has the right to correct spelling and grammatical errors and edit as necessary (for spacing requirements) to be consistent with other submissions. Attention should be paid to the spelling of Base "Council" versus Our Lady of Good "Counsel".
11. The Editor has the right to reject submissions which, in her opinion, should not appear in *Maryline*. Questionable letters or articles submitted for *Maryline* shall be sent to the CWL MO President for clarification or confirmation on rejections.
12. In keeping with the policy of being environmentally aware, *Maryline* shall be printed double-sided. The Editor may chose to print certain submissions or pages on single sided paper for emphasis or clarity.
13. *Maryline* is published on computer file and emailed to:
- a. each Base Council
 - b. each member of the Admin Cmte;
 - c. CWL MO Archivist;
 - d. each CWL MO Past Spiritual Advisor and each CWL MO Past President;
 - e. National President and the National Communications Chairperson;
 - f. the Chaplain General; and
 - g. Military Ordinary.
 - h. to webmaster for publication on the MO website.
14. For the Convention/ Annual Report issue of *Maryline*, sufficient extra copies should be printed to provide a copy for each of the National Executive (normally 23).

15. The cost for the publishing of *Maryline* is the responsibility of the CWL MO council. [as approved at the 2012 CWL MO convention].

16. The Editor is encouraged to use appropriate filler material of her choice such as poems, quotes, cartoons, etc. They may be relative to the *Maryline* theme, the Catholic Women's League or of a spiritual nature.

17 The Editor of *Maryline* may offer suggestions based on her experience in producing these publications, to the next Editor.

18. The Editor of *Maryline* shall forward the *Maryline* Box to the next CWL MO Communications Chairperson immediately following the annual convention during election year.

F5. **Archives**

1. **General**

The CWL MO Archives exists to tell the history of the Military Ordinariate Provincial Council Catholic Women's League of Canada. The history of other levels of the League (Base Council or National) is retained in separate archives by the appropriate authorities.

The Archives are located at the Military Ordinary's office in Ottawa (since 2007). The CWL MO archivist may retain recent files at her home until such time as they may be filed at the Bishop's office.

2. **Duties of the CWL MO Archivist**

- a. Retain copies of memos from Admin Cmte members.
- b. Items should be preserved on computer file as well as paper copies for future reference.
- c. Update the Archive Index of Contents regularly and forward to Base Councils and CWL MO Admin Cmte members.
- d. Provide information from the file to those who request it. The members or councils requesting information should include dates, names, etc. where possible to facilitate the search of the file for the information requested. All original documents are to be retained and only photocopies will be sent out.
- e. Prepare an Annual Report for inclusion in the Past President's Annual Report.
- f. The Archivist is not expected to decide what papers are important to keep or discard but may discard duplicates. Where there are copies with handwritten notes, the copy with the notes should be retained for historical purposes and the other copies destroyed.

3. **Minutes**

The minutes sent to the Archives must be the corrected and approved minutes. The Secretary's copy of the minutes must have the signatures and thus should be the original sent to the Archives, after four years.

4. **Financial Statements**

The yearly financial statements and the Per Capita Lists/Membership Lists must be sent to the Archives by the Treasurer after four years.

5. **List of Documents to Be Kept In Archives**

- Amended, signed minutes of CWL MO Provincial Council meetings
- Resolutions passed at the CWL MO level
- Financial Statements
- Notice of Meetings
- Agendas of CWL MO meetings
- Election Information
- Standing Rules, Directives & Guidelines, past and present
- CWL MO Annual Reports
- CWL MO President's Reports to National CWL
 - Reports for special projects
- Memos and Correspondence from CWL MO Admin Cmte
- Lists of past and current: CWL MO Admin Cmte members and Base Council Presidents and Spiritual Advisors
- Master Membership Lists/Per Capita List for each Base Council including names of executive members and other pertinent information

- File for each CWL MO Annual Conventions including Convention Book, registration list, sign in sheets, and financial report.
- Spiritual Advisor's messages other than those included in *Maryline*
- Newsletters, *Maryline* information and all issues of *Maryline*
- Convention Guest Books, if available
- Newspaper clippings pertaining to the CWL MO.
- Convention Guest Book (book from conventions 1970 to 1979 inclusive are filed)
- Three tapes marked "13 June 1970" convention speakers
- Information from inactive or disbanded councils including a photocopy of the original charter, correspondence, minutes, etc., of long-term significance

F6. **Training Day/ Workshop Guidelines**

Base Councils are encouraged to hold a training workshop approximately once a year. There are some basic steps that should be followed.

Base Council Organization Chairperson shall:

- Consult with members. Establish preferred and alternate date of training and subjects.
- Complete and send “Request for Training Workshop” (Annex G) to CWL MO Organization Chairperson.
- Inquire of CWL MO Organization Chairperson on availability of Admin Cmte/facilitators for the chosen date.
- Once confirmed, invite other CWL MO councils and/or local CWL councils.
- Obtain facilities including meeting room, flip charts, overhead projectors, markers, pencils as needed by facilitator

CWL MO Organization Chairperson shall:

- Approve council requests, depending on availability of Admin Cmte member to facilitate training and funding availability
- Co-ordinate training:
- Read National Manual of Policy and Procedure regarding National Development Fund Application Guidelines.
- Establish budget required and determine if sufficient funds are available in the CWL MO training budget (\$500 per year), or
- If required, complete “Application for Subsidy from Development Fund” (APP-3 National Manual of Policy and Procedure). Retain one copy and send original to CWL MO President.

CWL MO President shall:

Sign Development Fund form and send to National Office.

National Office shall:

- Forward form to National President and National Organization Chairperson for approval.
- Upon receipt of approval, send a cheque to the CWL MO Treasurer

Within two weeks of completion of the training the Facilitator shall:

- submit a claim with photocopied receipts to CWL MO Treasurer for actual expenses;
- complete “National Report of Workshop and Follow up Summary Form” (REP-1, revised 1999), send along with receipts to National Office with copy to CWL MO Organization Chairperson and CWL MO President.

CWL MO Treasurer

- Pay claims submitted by Training Facilitators.
- Reconcile training funds received versus actual expenses; reimburse appropriately.

Expense Claim

Name: _____ Phone #: _____

Address: _____ E-mail: _____

Occasion for Claim (Specify: Mid-term, Convention, Training): _____

Dates: _____ Place: _____

**Receipts must be included to substantiate all claims.
A Sworn Statement is acceptable if receipts are not available.**

TRANSPORTATION

Type: Plane, Train, Bus (circle one) Ticket Amount: _____

Car From: _____ To: _____ Total Kilometres claimed: _____ x .15 = _____

Rental Car: Rental fee: _____ Actual Fuel cost: _____ Total cost: _____

MEALS (maximum claim as per current rates for CF personnel. MO Treasurer to provide):

Date	Breakfast	Lunch	Supper	Total
Total				

LODGINGS

Location: _____ Dates: _____

of days _____ @ _____ /day = Total: _____

MISCELLANEOUS OPERATING EXPENSES

Specify (telephone calls, postage, film, etc) and attach receipts.

Item	Cost
Total:	

Total Cost of Claim

Transportation:		
Meals:		
Lodgings:		
Miscellaneous:		
Total:		
Less Advance:		
Amount Owing:	to Treasurer:	to Member:

Date Submitted:

Signature:

**THE CATHOLIC WOMENS' LEAGUE OF CANADA
MILITARY ORDINARIATE PROVINCIAL COUNCIL**

SWORN STATEMENT

In the DOMINION OF CANADA, In the PROVINCE OF _____

I, _____
(Name)

(Address)

MAKE A SWORN STATEMENT THAT:

1. _____

2. _____

3. _____

Signed by:

(Name)

(Date)

Confirmed by:

(Name)

(Date)

[Sworn statement must be signed by CF officer, i.e. Spiritual Advisor]

To
CWL MO Standing Rules, Directives and Guidelines

Annex D
To
CWL MO Standing Rules, Directives and Guidelines

**The Kathleen McCrossin Exceptional Service Award
Application Form
Deadline: Feb 15, 20__**

Name:

Address:

Council:

Member since:

Nominated by:

Nominee's CWL Biography:

Attach two letters of recommendation.

Signature required:

Nominated by:
(Council - President, Admin Cmte member or CWL member)

(Spiritual Advisor)

Annex D
To

**Mickey Scott Grant
Application Form
Deadline in Feb 15, 20__**

Name:

Address:

Council:

Member since:

Nominating Council:

Tell us about the nominee:

Attach letter of recommendation.

Signature required:

(Council President)

Annex E
To

**Convention Grant
Application Form
Deadline in Mar 15, 20__**

Name:

Address:

Phone Number

e-mail:

Council:

Position on the council:

Application to attend the CWL MO Convention

Location of Convention:

Convention Fee \$ Travel Cost \$

Amount of subsidy requested: (maximum \$600) \$

Application to attend a CWL National Convention

Location of Convention:

Registration Fee: \$ (per day) or \$ (per week): Travel cost \$

Complete applicable events you will attend:

(Monday) Dinner & Entertainment: \$ (Wednesday) Banquet: \$

'Meet the Executive' Luncheon: \$ Transportation to Mass: \$

Amount of subsidy requested: (maximum \$200): \$

CWL Council Financial Report (previous year):

Revenue:

Expenses:

Total Loss/Profit for the Year:

Council Account Balance at year-end:

CWL Council Treasurer's name and address (cheque is mailed to the council treasurer):

Name:

Address:

(Signature) Council President

Annex F
To

CWL MO Standing Rules, Directives and Guidelines

Request for Council Training Workshop
Year:

Name of Council:

Base:

President:

Phone Number:

Tentative Date:

Alternate Date:

Speaker/facilitator requested:

Topics the council is particularly interested in:

1.

2.

3.

Base Council Co-ordinator for Training Day including name, address, email and phone number(s):

Miscellaneous information:

Send to: CWL Military Ordinariate Organization Chairperson

Annex G
To
CWL MO Standing Rules, Directives and Guidelines

Maryline

*Newsletter of The Catholic Women's League of Canada
Military Ordinariate Council*

(Insert appropriate picture)



Christmas 2011

Annex H
To
CWL MO Standing Rules, Directives and Guidelines

Maryline

*Newsletter of The Catholic Women's League of Canada
Military Ordinariate Council*

(CONVENTION THEME: *(place convention theme logo here)*)



45th ANNUAL CONVENTION

(place location of convention here)

CFB Edmonton

(Place convention dates here)

May 18-20, 2012

Annual Report 2011

Annex I
To
Military Ordinariate Standing Rules, Directives and Guidelines

**The Catholic Women's League of Canada
Military Ordinariate Provincial Council**

Maryline

Table of Contents

(Place names here in column)

(Page #)

MARYLINE PUBLISHER (list name and also artist name for cover page, if uses)

MILITARY ORDINARY'S MESSAGE

CHAPLAIN GENERAL'S MESSAGE

SPIRITUAL ADVISOR'S MESSAGE

PRESIDENT'S MESSAGE

LIST OF ADMINISTRATIVE COMMITTEE (including address and email)

LIST OF COUNCILS (including address)

EDITOR'S PAGE

PRESIDENT'S REPORT

PAST PRESIDENT'S REPORT

SECRETARY'S REPORT

TREASURER'S REPORT

[STANDING COMMITTEE CHAIRPERSONS' REPORTS (listed alphabetically)]

CHRISTIAN FAMILY LIFE

COMMUNICATIONS

COMMUNITY LIFE

EDUCATION AND HEALTH

ORGANIZATION

SPIRITUAL DEVELOPMENT

RESOLUTIONS & LEGISLATION

[COUNCIL REPORTS (listed Alphabetically)]

BORDEN

COLD LAKE

COMOX

EDMONTON

ESQUIMALT

GAGETOWN

GREENWOOD

HALIFAX

KINGSTON

OTTAWA

PETAWAWA

SHEARWATER

TRENTON

WINNIPEG

(Note Do not include a council that has not submitted a report. Do include any new or re-activated council not listed above, add to the list)

NATIONAL CONVENTION REPORT *(fall issue)*

PROFILE *(Administrative Committee members (fall issue)*

IN MEMORIAM

CONGRATULATIONS *(list council members' awards/presentations/pins, obtain list from Organization chair)*

BOOK REVIEW *(when used)*

POSTINGS *(when used)*

MISCELLANEOUS ARTICLES *(when used)*

DEADLINE DATE *for next issue*

(Disclaimer page printed on last page of book)